

Minutes

UWF Staff Senate

Meeting

via in-person and Google Meet

University of West Florida

March 10, 2026

The meeting of the UWF Staff Senate was called to order at 1:30 pm by Staff Senate President Ethan Henley.

Attendance was taken by sign-in of Senators and online participants via Google Meet. The following Senators were present:

Olivia Ashcraft, Chip Chism, Nadya Collins, Sierra Ebert, Marisa Elmore, Zachary Farrington, Stephanie Fenner, Ann Gilbar, Ethan Henley, Brooke Karas, Mikey LeFevre, Sarah Madaris, Alex Miller, Keyaundra Mobley, Billy Nelson, Angie Quenan, Monti Stone, Sandra Taylor, Megan Veach.

Proxy Attendance: N/A.

Absent: Pam Weeks; Ivan Zarate Rosas.

Guests: Jamie Sprague - Senior Associate Vice President & Chief Human Resources Officer; Tiffany Braun – Associate Director, Enrollment Affairs; Jen Andrews – Senior Administrative Specialist, Continuing Education; Janet Branch – Director, Housing & Residence Life.

Administrative Reports

1. Executive Report – Jamie Sprague – Human Resources.

- a. HR customer satisfaction survey is currently open through 3/27.
- b. Nicole Zmary is the new Staff Ombudsperson.
- c. Two HR policies are out now for comment period: 1. HR 21 – Separations from employment; the big change is moving separation with advanced notice from 90 days to 30 days; 2. HR Standards of Conduct – has not been revised since 2007; it does look like a major overhaul but instead everything is put as a list which fixes outline issue; some of the dates have also been updated since documents are now sent by email and regular mail.

2. Guest Speaker – Tiffany Braun.

- a. Tiffany Braun shared information about HealthierU with Staff Senate. HealthierU does several activities like step challenges, water challenges, Summer Olympics, and workplace wellness. HealthierU is open to new membership, and if anyone is interested in hosting an activity or being part of the committee or participating in an

activity all are welcome. Sierra asked how many are on the committee; Tiffany shared it fluctuates but there are about 4 core members and about 12 that show up regularly. Tiffany also shared the committee meets once a month. Megan asked what the committee does; Tiffany discussed how the committee goes over ways to keep employees active, or to hydrate, or to be healthier in general.

3. Approval of Minutes and Treasury Report

- a. Edits to the February minutes – Sierra Ebert was present; update spelling of Zackary Newman’s name and remove Brett Haskell from attendance.
- b. Motion to approve minutes with corrections: Sandra Taylor.
- c. Second: Megan Veach.
- d. Motion passed unanimously.
- e. Brooke Karas shared there are no changes to the Treasury Report.

4. Supervisor of Elections

- a. Ethan – reminder of the structure of the bylaws and we are at the time of year where we will notify Senators that are rolling off. In April we will present a slate of officers to the Senate with a May election for officers. In May, we will also present any Senators that are either going into a second term for renewals or new Senators that are filling open positions with elections happening in June.
- b. Sandra Taylor - emails have gone out to Senators who are up for rolling off. Once those are all in, Sandra will reach out for spots that we have open.

5. Committee Reports

- a. Emergency Fund Committee–Nothing to report.
- b. ERAP- invitation went out; we received a lot of RSVPs; reminder RSVPs must be submitted and present to receive a door prize; ERAP Committee members are signed up to help the day of event; everyone is welcome to help with setup.
- c. Hand to Paw- Nothing to report.
- d. Holidayfest–No updates.
- e. Textbook Scholarship Committee: No updates.

6. New Business

- a. None.

7. Old Business

- a. None.

8. Open Forum

- a. Ethan – reminder HR policies are open for comment, and any staff are welcome to comment and provide feedback.
- b. Chip Chism - reminder during spring break Lot H will be resealed and repainted.
- c. Jamie Sprague - the Board of Governors will be on campus March 25th & 26th.

- d. Sierra – reminder April 16th is Day of Giving – Fac/Staff combo option (donate \$50 to receive exclusive t-shirt and socks) ends Friday.
- e. Megan Veach had a question for Jamie Sprague about the HR volunteer policy and Day of Service in regards to volunteering as a group/department. Jamie - if a department is volunteering (with approval from supervisor) during Founders Week and/or on Day of Service the volunteer policy does not apply.
- f. Staff Senate Day of Service– Sandra Taylor – we previously discussed Staff Senate volunteering as a group for Day of Service. Chip Chism – looking into this and more information to follow.

9. Adjournment

The meeting was adjourned at 2:07 p.m.

Respectfully submitted,

Angie Quenan – Secretary

Staff Senate Executive Board

President- Ethan Henley

Vice President – Zachary Farrington

Supervisor of Elections- Sandra Taylor

Secretary- Angie Quenan

Treasurer- Brooke Karas

Senator at Large- Chip Chism

Communications- Olivia Ashcraft